

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: August 3, 2020**

**Closing Date: August 7, 2020**

**PARALEGAL  
Criminal Division, Felony Screening Unit  
Kent County**

**Job Responsibilities and Duties:**

This Paralegal position provides expertise and paralegal support to Deputy Attorneys General assigned to the Criminal Division, and will report directly to the Felony Screening Unit in Kent County. The general paralegal duties include, but are not limited, to conducting intake interviews with police officers, collecting evidence and other materials for felony cases, and preparing and processing legal documents such as informations and subpoenas. Responsibilities may also include providing support to the Felony Screening Unit DAG and attending court events (such as preliminary hearings) to assist the DAG. In addition to these general paralegal responsibilities, this position will be responsible for conducting preliminary reviews of expungement motions filed, gathering/requesting necessary documents to draft the State's response to petitions filed, drafting the State's responses to petitions, and conducting legal research on unique expungement issues. This successful candidate must be capable of working independently in a high-paced work environment.

**Minimum Qualifications:**

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

**Internal applicants** should submit an updated résumé or summary of work experience to the Director of Human Resources.

**External applicants** should submit a résumé, a State Application, and a writing sample to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, or E-mail to [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov), or Fax to 302-577-5866. EOE.